

5/2/11

## Highlighted Opportunities

### ★ Love the Outdoors or History? Enjoy working with people? Looking for some FUN this summer?

Join the Delaware State Parks AmeriCorps Program. Earn a living allowance of \$475 every two weeks for 13-weeks. Program runs from 6/1-8/30. Must be available on June 1st!!! Members also earn an Education Award of \$1,415 after completion of service. Positions available at: Wilmington State Parks Environmental Educator (Rock Climbing experience a plus!) and at Auburn Heights Preserve in Yorklyn (Historical Educator). Must be at least 17 years of age. **Visit our website:**

**destateparks.com/volunteers to submit an application. Applications accepted until 5/15/11**

**<http://www.destateparks.com/volunteers/ameriCorps/summer.asp>**

### Don't forget to check these important sites for opportunities:

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware: <http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies <http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountycle.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

**The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date**.**

Job title: Psychiatric Social Worker II

Opening date: 4/26/2011

**Final filing date: May 2 2011 11:5**

Recruitment number: 042111-MDDR02-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042111&R2=MDDR02&R3=350600>

Job title: Engineering/Planning/Surveying Technician IV

Opening date: 4/26/2011

**Final filing date: May 2 2011 11:5**

Recruitment number: 042011-MFBA04-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042011&R2=MFBA04&R3=550400>

Job title: Senior Forensic DNA Analyst

Opening date: 4/26/2011

**Final filing date: May 2 2011 11:5**

Recruitment number: 021111-MGBD01-350400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021111&R2=MGBD01&R3=350400>

Job title: Forensic DNA Analyst

Opening date: 4/26/2011

Final filing date: May 2 2011 11:5

Recruitment number: 021111-MGBD01-350400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021111&R2=MGBD01&R3=350400>

Job title: Psychiatric Social Worker II

Opening date: 4/26/2011

Final filing date: May 2 2011 11:5

Recruitment number: 042111-MDDR02-350601

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042111&R2=MDDR02&R3=350601>

Job title: Unemployment Insurance Field Agent

Opening date: 4/20/2011

Final filing date: May 3 2011 11:5

Recruitment number: 041811-MABZ18-600600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041811&R2=MABZ18&R3=600600>

Job title: Unemployment Insurance Field Agent

Opening date: 4/20/2011

Final filing date: May 3 2011 11:5

Recruitment number: 041811-MABZ18-600600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041811&R2=MABZ18&R3=600600>

Job title: Intelligent Transportation Systems Technician I

Opening date: 4/28/2011

Final filing date: May 4 2011 11:5

Recruitment number: 042711-MFAB01-550800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042711&R2=MFAB01&R3=550800>

Job title: Planner IV

Opening date: 4/28/2011

Final filing date: May 4 2011 11:5

Recruitment number: 042611-MFEA04-400300

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042611&R2=MFEA04&R3=400300>

Job title: Curator

Opening date: 4/28/2011

Final filing date: May 4 2011 11:5

Recruitment number: 042611-MEAA01-200600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042611&R2=MEAA01&R3=200600>

Job title: Senior Application Support Specialist

Opening date: 4/28/2011

Final filing date: May 4 2011 11:5

Recruitment number: 042611-MADA04-380100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042611&R2=MADA04&R3=380100>

Job title: Conservation Technician Manager

Opening date: 4/28/2011

Final filing date: May 4 2011 11:5

Recruitment number: 042111-MGCA06-200600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042111&R2=MGCA06&R3=200600>

Job title: Employment Services Specialist I

Opening date: 4/23/2011

Final filing date: May 6 2011 11:5

Recruitment number: 042111-MDDB01-600900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042111&R2=MDDB01&R3=600900>

Job title: Psychologist Supervisor

Opening date: 4/30/2011

Final filing date: May 6 2011 11:5

Recruitment number: 042811-MDIA02-370400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042811&R2=MDIA02&R3=370400>

Job title: Nursing Supervisor

Opening date: 4/30/2011

Final filing date: May 6 2011 11:5

Recruitment number: 042811-MDGB04-200900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042811&R2=MDGB04&R3=200900>

Job title: Intelligent Transportation Systems Technician I

Opening date: 4/26/2011

Final filing date: May 9 2011 11:5

Recruitment number: 042011-MFAB01-550800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042011&R2=MFAB01&R3=550800>

Job title: Tax Examination and Investigation Manager

Opening date: 5/1/2011

Final filing date: May 14 2011 11:5

Recruitment number: 042811-MABZ27-250100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042811&R2=MABZ27&R3=250100>

Job title: DBE Highway Construction Specialist

Opening date: 5/1/2011

Final filing date: May 14 2011 11:5

Recruitment number: 042111-MAGZ01-550200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=042111&R2=MAGZ01&R3=550200>

Job title: Correctional Officer

Opening date: 5/1/2011

Final filing date: May 31 2011 11:5

Recruitment number: 050111-MBDB01-380400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=050111&R2=MBDB01&R3=380400>

Job title: Nursing Supervisor

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse I

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse II

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Advanced Practice Nurse

Opening date: 2/18/2011

Final filing date: Aug 17 2011 11:5

Recruitment number: 011411-MDGB05-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=011411&R2=MDGB05&R3=350500>

Job title: Correctional Officer/Physical Plant Maintenance Trades Mechanic I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 022311-MCCH01-380100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022311&R2=MCCH01&R3=380100>

Job title: Registered Nurse III

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse II

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Licensed Practical Nurse III  
Opening date: 3/3/2011  
Final filing date: Aug 30 2011 11:5  
Recruitment number: 030111-MDGA02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Licensed Practical Nurse II  
Opening date: 3/3/2011  
Final filing date: Aug 30 2011 11:5  
Recruitment number: 030111-MDGA02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Certified Nursing Assistant  
Opening date: 3/10/2011  
Final filing date: Sep 6 2011 11:5  
Recruitment number: 030211-MDCD02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030211&R2=MDCD02&R3=350500>

Job title: Nursing Supervisor  
Opening date: 3/10/2011  
Final filing date: Sep 6 2011 11:5  
Recruitment number: 022811-MDGB04-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022811&R2=MDGB04&R3=350500>

Job title: Nutritionist II  
Opening date: 3/16/2011  
Final filing date: Sep 12 2011 11:5  
Recruitment number: 020111-MDFA02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020111&R2=MDFA02&R3=350500>

Job title: Nursing Supervisor  
Opening date: 3/17/2011  
Final filing date: Sep 13 2011 11:5  
Recruitment number: 031411-MDGB04-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDGB04&R3=350500>

Job title: Registered Nurse III  
Opening date: 3/17/2011  
Final filing date: Sep 13 2011 11:5  
Recruitment number: 030111-MDGB03-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGB03&R3=350500>

Job title: Psychiatrist III  
Opening date: 3/18/2011  
Final filing date: Sep 14 2011 11:5  
Recruitment number: 031411-MDEC03-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDEC03&R3=350600>

Job title: Nutritionist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDFA03&R3=350500>

Job title: Registered Nurse III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGB03-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=351100>

Job title: Registered Nurse III

Opening date: 3/19/2011

Final filing date: Sep 15 2011 11:5

Recruitment number: 031511-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=350500>

Job title: Nurse Consultant

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGZ01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGZ01&R3=350500>

## **See Below for Opportunities Recently Posted in the Cape Gazette**

**[Accountant](#) - The Knowland Group**

**[Anticoagulation Nurse](#) - Cardiology Consultants**

**[Assistant Estimator](#) - Construction Company**

**[Assistant in Breakfast Room](#) - The Avenue Inn & Spa**

**[Assistant Manager, Sales Associate](#) - White House/Black Market**

**[Associates](#) - Ann Taylor Loft**

**[Banquet Positions](#) - Dewey Beach Enterprises**

**[Cashiers](#) - Aqua Leisure Plus**

**[Cleaning People](#) - Maid For Shore**

**[Clerks, Stock Personnel](#) - Atlantic Liquors**

**[Cook, Cook Helper](#) - Cadia Rehabilitation-Renaissance**

**[Cooks, Servers, Dishwashers](#) - Dos Locos**

**[Dunkin' Donuts Positions](#) - Rehoboth, Millsboro and Long Neck Locations**

**[Front Desk](#) - Inn at Canal Square**

**[Front Desk](#) - The Avenue Inn & Spa**

**[Front Desk, Housekeepers, Maintenance](#) - Atlantic Sands Hotel**

[Graphic Producer](#) - DecalGirl

[Groomer](#) - Doggies at the Beach

[HR Generalist, Recruiter](#) - The Knowland Group

[Job Opportunities](#) - Bayside Resort Golf Club

[Job Opportunities](#) - The Peninsula Golf & Country Club

[Lifeguards](#) - Sussex Family YMCA

[Line Cooks](#) - Go Fish

[Line Cooks, Servers](#) - Finbar's Pub & Grill

[Line Cooks, Wait Staff](#) - Irish Eyes

[Marina Attendant](#) - City of Lewes

[Mechanic - Small Engine](#) - Company

[Mechanic's Assistant](#) - Skanska

[Medical Assistant](#) - Nephrology Associates

[Medical Receptionist](#) - Delaware Neurology

[Nursery Attendant](#) - Bethel United Methodist Church

[Open House](#) - Beebe Medical Center

[PACU RN](#) - Cedar Tree Surgical Center

[Pool and Spa Cleaning Person](#) - Aqua Leisure Plus

[Production Printer Operator](#) - DecalGirl

[Receptionist](#) - Jack Lingo Realtor

[Residential CAD Designer](#) - Construction Company

[Residential Landscape Crew](#) - Sposato Landscape

[Restaurant Help](#) - Atlantic Seafood Grille

[Restaurant Positions](#) - Espuma

[RN's](#) - Delaware Hospice

[Sales](#) - Grifasi Holloway Eyecare

[Sales Associates](#) - Country Life Homes

[Salon, Spa Positions](#) - Made Ya Look!

[Security](#) - Right Property Management

[Waterpark Positions](#) - Midway Speedway Park

Please See Below for Jobs Recently posted on CareerBuilder.com

Job Title	Company	Location	Date Posted
<a href="#"><u>Registered Nurse / RN Nursing</u></a>	Genesis HealthCare & Genesis Rehabilitation Services	Wilmington, DE	May-02

Apply

<a href="#"><u>Experienced Technicians Needed</u></a>	I.G. Burton & Company	Milford, DE	May-02	<a href="#">Apply</a>
<a href="#"><u>Project Manager/Web Designer</u></a>	Collabera Inc.	Wilmington, DE	May-02	<a href="#">Apply</a>
<a href="#"><u>Hospice Account Executive</u></a>	Odyssey Hospice	Wilmington, DE	May-02	<a href="#">Apply</a>
<a href="#"><u>Paralegal</u></a>	Robert Half Legal	Wilmington, DE	May-02	<a href="#">Apply</a>
<a href="#"><u>Paralegal</u></a>	Robert Half Legal	Wilmington, DE	May-02	<a href="#">Apply</a>
<a href="#"><u>Human Resources Manager</u></a>	Amazon	New Castle, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Restaurant General Manager - EXCLUSIVE LISTING</u></a>	Patrice & Associates	Bear, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Physical Therapist - Home Health</u></a>	Amedisys Home Health Services	Georgetown, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>New Product Leader - Aqualon Functional Ingredients - Personal C</u></a>	Ashland Inc.	Wilmington, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Sales and Service Vendor Supplier Management Lead</u></a>	Barclays Bank Delaware	Wilmington, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>VICE PRESIDENT OF MANUFACTURING</u></a>	ExecuJobs	Wilmington, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Mechanical Designer</u></a>	Sargent & Lundy	Wilmington, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Senior ITAnalyst</u></a>	Technisource	Wilmington, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Network Technician</u></a>	Technisource	Bear, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Outside Sales Rep - Commissioned</u></a>	Olimpia Products	Seaford, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Restaurant Manager</u></a>	Hardee's - Otac Inc	Dover, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Restaurant Manager</u></a>	Hardee's - Otac Inc	Middletown, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Restaurant Manager</u></a>	Hardee's - Otac Inc	Seaford, DE	May-01	<a href="#">Apply</a>



<a href="#"><u>.Net Developer (C#, WCF, Oracle) – Global Bank – Newark, DE</u></a>	Collabera Inc.	Newark, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>SALLIE MAE: Reporting Analyst</u></a>	Sallie Mae	Newark, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>SALLIE MAE: Part Time Asset Protection Specialist</u></a>	Sallie Mae	Newark, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Trust Administrator</u></a>	Morgan Stanley	Wilmington, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>FIELD SALES MANAGERS – SALES PROFESSIONALS</u></a>	Sterling Life Insurance	Wilmington, DE	May-01	<a href="#">Apply</a>
<a href="#"><u>Infrastructure Project Manager</u></a>	Collabera Inc.	Wilmington, DE	May-01	<a href="#">Apply</a>

### See Below for Jobs Recently Posted in the Dover Post

- **DENTAL FRONT DESK** Experienced front desk person needed for busy specialty dental office. Full-time 30+ hours Mon-Fri. Responsibilities include scheduling, calculating and collecting insurance copayments, and verifying insurance coverage. **Please email resume to: [dearing2340@yahoo.com](mailto:dearing2340@yahoo.com) or fax to 302-285-0350**
- **BILL'S LAWN SERVICE** Exp. Pref. Own transportation. Call 302-562-3651
- **Employment Opportunity Job Opening: Part-Time Temporary Assistant Teacher** Must have Assistant Teacher Certificate & CPR/ First Aid Immediate replacement needed. Hours: M-F 8:45AM - 12:15 PM Fax resume, copy of certificate and references to: 302-697-6306 Email: [jac065@hotmail.com](mailto:jac065@hotmail.com) Mail to: 16 N. Main St. Camden, DE 19934
- **SOMMELIER (PT Wine Expert)** Must be passionate about wines w/ 3-5 yrs exp. Assist customers in the selection of wine to accompany food choices; enhance dining experience and promoting wine sales. Organizes and manages wine program incl. selection and control inventory. Coordinates special events & educates customers. Must be pleasant, conscientious, professional, & a team player. Certification is a plus. Compensation commensurate with exp. **Please fax resume to: 302-378-0274**
- **EXECUTIVE ASSISTANT** Requirements; excellent computer skills, you strive for accuracy in your work, "can do, take charge attitude" If you have these qualities we can teach you the rest. **Email: [info@industrialmachinetools.com](mailto:info@industrialmachinetools.com)**
- **WELDER** Experience with MIG and Stick **MACHINIST** Experience with manual machining Jobs are located in Georgetown, DE. Cooper Bearings Inc is a leading Re-Manufacturer of Bearings and Journal Boxes for the Rail Industry. Interested applicants contact Fred Durasky at 302-934-1116 or [fred@prdcooper.com](mailto:fred@prdcooper.com)
- **MECHANIC NEEDED** for Transmission R&R in Middletown. Must have professional tools. Must be able to greet customers. Salary based on skill. Call 302-368-4900 ask for Don.
- **MUNICIPAL WORKER-I** The Town of Middletown has a Municipal Worker-I position open in the

Street Department. This position is responsible for the operation, maintenance, and a variety of physical tasks and assignments involving the construction, maintenance and repairs of municipally owned grounds, streets, roads, curbs, gutters, open spaces, parks, facilities and structures, and helping other departments as needed. Must obtain a CDL Class B license within 6 months days of accepting the position. **Contact HR for a complete job description at [tberry@middletownde.org](mailto:tberry@middletownde.org)** Employment application is available at: **Town Hall 19 W Green St. Middletown DE. Application Deadline: May 6, 2011** The Town of Middletown is an Equal Opportunity Employer dedicated to maintaining a qualified, competent workforce and providing excellent service to its citizens.

- **P/T Secretary/Receptionist** 27.5 hours per week. Experience in social services sector helpful. Multi tasking and strong communications skills required. Send resume with cover letter and salary requirements to **The Salvation Army P.O. Box 123 Dover, DE 19903 ATTN: Human Resources**
- **WGMD IS ACCEPTING APPLICATIONS FOR OUTSIDE SALES** To fill out an application go to WGMD's business office, **at 31549 Dutton Lane, Lewes. 302-945-2050 M-F 9AM to 4PM** WGMD Resort Broadcasting is an Equal Opportunity Employer.
- **NUTRITION COACH**, excellent attitude, people person, growth/ bonus opp., education/cert. req. [www.DelawareFitnessJobs.com](http://www.DelawareFitnessJobs.com)

## **See Below for City and County Positions in Delaware**

### **KENT COUNTY POSITION DESCRIPTION**

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Public Safety  
*Division of Emergency Medical Services*  
Classified, GRADE 10  
40 Hour Week

### **PARAMEDIC I**

**GENERAL STATEMENT OF DUTIES:** Receives and interprets dispatched orders; chooses appropriate routes and access to scene; drives and/or rides an emergency vehicle to the scene of medical emergencies; works in a variety of weather conditions; works in sometimes hazardous areas and/or situations; administers advanced lifesaving techniques at the scene of an emergency while in radio contact with physicians at the hospital; accepts total responsibility for patient care; participates in other forms of basic lifesaving and medical rescue as needed; performs work involving the maintenance and preparation of necessary equipment; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The work of this class involves highly responsible advanced emergency medical treatment of injured/ill patients and assists in the safe transportation to the hospital. In medical emergency situations, the employee must be capable of performing required advanced emergency medical procedures while in direct radio contact with and under the direct supervision of the hospital emergency room physicians. Work is performed under the general supervision of the Paramedic III or EMS Field Supervisor.

**ADA REQUIREMENTS:** This is heavy work requiring the exertion of 100 lbs. of force occasionally, up to 50 lbs. of force frequently, and up to 20 lbs. of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to other accurately, loudly, or quickly. Hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for depth

perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**EXAMPLE OF WORK:** (Illustrative only)

- Respond to the scene of a medical emergency and assume responsibility for assessing and treating patients consistent with state-approved Paramedic training standards and state/local field protocols;
- Adapt to adverse weather conditions and any other adverse situations to ensure optimum patient care;
- Ascertain that the emergency vehicle is equipped with adequate supplies;
- Maintain the emergency vehicle and equipment to assure good working order, cleanliness and appearance;
- Participate in ongoing training sessions in emergency treatment, review of cases and quality assurance standards;
- Operate a communications equipment and other electronic equipment;
- Administer drugs, IV therapy and other advanced skills in accordance with state/local field protocols;
- Safely assist in transporting patients to the closest, appropriate hospital;
- Complete appropriate medical documentation on patient's condition for patient's medical record;
- Complete appropriate recertification programs and examination.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of and skill in advanced emergency care procedures; knowledge of physiology for diagnostic purposes; knowledge of pharmacology; strong knowledge of traffic rules and regulations; ability to safely operate a vehicle on the road in emergency situations at high speed; skill in operating advanced emergency care equipment; ability to understand and follow oral and written instructions; ability to prepare accurate written reports; ability to manage people in stressful situations for the care and safety of the patient; skill in minor maintenance of emergency vehicles; good driving record (to be determined by review); excellent moral character (to be determined by a background investigation); must demonstrate a high degree of dependability; ability to perform as part of a team; good judgment; integrity; tact; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

**ACCEPTABLE EXPERIENCE AND EDUCATION:** Completion of a standard high school course or G.E.D. (College degree preferred) and successful completion of a State-approved advanced paramedical training program with a minimum three years experience operating motor vehicle equipment; or any combination of experience, and training which provides the required knowledge and skills.

**ADDITIONAL REQUIREMENTS:** Possession and retention of State of Delaware Paramedic certification, National Registry of EMT=s Paramedic certification, and current BCLS, ACLS, BTLs Advanced and/or PHTLS certification. Possession of, or ability to achieve and retain, Emergency Vehicle Operator certification in addition to a valid motor vehicle operator=s license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must pass testing for infectious diseases. Must work a rotating twenty-four-shift, seven days a week, as assigned. May be required to pass testing of physical strength and agility to qualify for and retain position. Direct deposit of pay required. Must pass written test administered by the Kent County Personnel office and must sit for an oral interview.

<http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>

---

**KENT COUNTY POSITION DESCRIPTION**

Board of Assessment  
Classified, GRADE 14  
Exempt Position

**ASSESSMENT SUPERVISOR**

GENERAL STATEMENT OF DUTIES: Management of the valuation function of the assessment office, and general oversight of its administrative function through the administrative supervisor.

DISTINGUISHING FEATURES OF THE CLASS: This is a single-position managerial and technical class requiring comprehensive knowledge of real property valuation theory and methodology; thorough knowledge of and experience in assessment administration; and the ability to interact effectively with employees, colleagues and the public. The work is supervised by the Secretary of the Board of Assessment and authorized by the Board of Assessment.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

EXAMPLES OF WORK: (Illustrative only)

- Train, assign work to, supervise, and evaluate appraisal personnel;
- Review work product of appraisal personnel for both routine appraisals and taxpayer challenges of assessments;
- Communicate in person, by telephone, and written and electronic letter with taxpayers to respond to inquiries about state assessment statutes and local policies and procedures, or present the final disposition of their assessment appeals;
- Support appraisals in hearings before the Board of Assessment and the courts;
- Meet with staff to solve personnel, workflow, and technical issues;
- Meet with managers and staff of other county departments to plan and implement solutions to common problems or plan new projects;
- Make operational and strategic plans for the assessment office and assemble the budget necessary to support them;
- Assemble reports and perform routine administrative activities as required;
- Manage the exemption application process and coordinate it with the Board of Assessment and Levy Court;
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the theory and methodology of both single-property and mass appraisal; thorough knowledge of assessment software, including CAMA and statistical programs; considerable knowledge of statutes, ordinances and policies pertinent to assessment and property taxation; considerable knowledge of social and economic factors affecting real property value; good knowledge of office management and supervisory principles and practices; skill in planning and reviewing the work of subordinates; considerable ability in dealing tactfully and courteously with property owners and the public; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree from an accredited four-year college or university in business, public administration or related field with eight years of real estate appraisal experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of certification by State of Delaware as a general real property appraiser. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

## City of Lewes Employment

<http://www.ci.lewes.de.us/index.cfm?fuseaction=hr.hrList&hrTypeID=4>

The City of Lewes is an Equal Opportunity Employer - All applicants will receive consideration without regard to race, creed, color, gender, age, religion, national origin, veteran or handicap status, sexual orientation, marital status, political affiliation, or any other non-merit factor.

- Each job for which you wish to apply requires a separate application.
- If you are interested in a job and believe that you meet the qualifications, you may obtain an Employment Application Form and Position Description by contacting us at Lewes City Hall at 302-645-7777; or by clicking here to print a copy of the [Employment Application Form](#). Your completed Employment Application Form may be submitted electronically to [hr@ci.lewes.de.us](mailto:hr@ci.lewes.de.us)
- Provide a thorough summary of your qualifications with each job application. Describe your training and experience as accurately and completely as possible. The information that you provide will help to establish your eligibility.
- Resumes are accepted (accompanying the City's Employment Application Form). If you submit a resume, please ensure that you provide a summary of the qualifications required for the job for which you are applying.

The City of Lewes, P. O. Box 227, Lewes, Delaware 19958  
Tel: (302) 645-7777 | Fax: (302) 645-6406  
Email for Employment Applications: [hr@ci.lewes.de.us](mailto:hr@ci.lewes.de.us)

- [Seasonal Marina Attendant 2011](#)

### CITY OF LEWES Marina Attendant

#### CANALFRONT PARK MARINA & CITY DOCK

#### 2011 PART-TIME SEASONAL POSITION

**May 28 thru September 15, 2011.** Saturday-Tuesday, 9am-4pm, approximately 28 hrs per week.

May work alternate weekends or share weekly shifts. Duties include assisting in the overseeing of the Marina & City Dock to include collection of rental fees and recording of transient boaters. Work under the direction of the Dockmaster.

Submit application & resume to: **Lewes City Manager, PO Box 227, Lewes DE 19958 by 4:00pm on April 30, 2011.** Visit the City's website for an application at [www.ci.lewes.de.us](http://www.ci.lewes.de.us).

---

## City of Rehoboth Employment

<http://www.cityofrehoboth.com/Seasonal-Applications-for-City-of-Rehoboth-Beach>

## Sussex County Council Employment

<http://www.sussexcountyde.gov/dept/personnel/index.cfm?resource=jobopenings>

Position	Department	Date Opened	Closing Date	Pay Grade
<a href="#">County Librarian</a>	Library Administration	12/17/10		U/C
Paramedic I	EMS	8/10/10		\$18.58 P/H
Salaries for graded positions are commensurate				

# New Castle County Jobs

<http://www2.nccde.org/HR/Employment/default.aspx>

## Job Description

Job Title: Paramedic (Selective Certification: Certified Paramedics)

Job ID: 426

Location:

---

### Job Announcement

#### E M P L O Y M E N T   O P P O R T U N I T Y

##### Contact:

New Castle County Office of Human Resources  
New Castle County Government Center  
87 Reads Way  
New Castle, DE 19720-1648  
(302) 395-5180  
[www.nccde.org/hr](http://www.nccde.org/hr)

In accordance with the Merit System Rules and Regulations, an eligible list, which will be valid for a one-year period and which will be used to fill vacancies during that period, is being established for this classification. Applicants on the eligible list will be certified in accordance with the Merit System and appropriate union contracts. New Castle County is an Equal Opportunity Employer.

#### **PARAMEDIC (SELECTIVE CERTIFICATION: CERTIFIED PARAMEDICS)** (SPEC #1016)

##### SALARY RANGE:

\$18,759 - \$29,102 per hour (2-2-4 schedule)  
\$39,558 - \$61,371 per year (35-hour work week)

##### \*CONTINUOUS POSTING

\*Applications will be accepted on a continuous basis and processed as vacancies become available. External candidates may submit online employment applications using the PeopleSoft e-Recruit System available at [www.nccde.org/hr](http://www.nccde.org/hr). Current New Castle County employees may submit online applications through Employee Self-Service.

##### \*NOTE: APPLICANTS MUST PROVIDE COPIES OF ALL CURRENT LIFE SUPPORT CERTIFICATIONS WITH THEIR APPLICATION.

##### COPIES MAY BE FAXED TO:

(302) 395-5190, Attn: John Troy - Paramedic Certifications  
- OR -

##### MAILED TO:

Attn: John Troy - Paramedic Certifications  
Office of Human Resources  
New Castle County Government Center  
87 Reads Way  
New Castle, DE 19720

##### FOR FURTHER INFORMATION CONTACT:

John Troy  
Human Resources Assistant  
(302) 395-5161

##### EXAMINATION PROCESS:

The examination process for this posting may include an evaluation of training and experience, a written examination, an oral board interview examination, a performance examination or any combination of the above in order to qualify applicants for placement on the eligible list. The eligible list will be used to fill vacancies that occur within the next year. The appropriate number of names on the eligible list as prescribed by Merit System Section 26.03.505 will be certified to the hiring department for consideration to fill the vacant position(s).

##### GENERAL STATEMENT OF DUTIES:

Administers basic and advanced life support measures in accordance with established policies and procedures; provides transportation to victims of medical or traumatic emergencies to a medical facility; participates in other forms of emergency care and medical rescue as needed; does related work as required.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class performs highly responsible work involving the delivery of out-of-hospital basic and advanced life support services by responding to scenes of medical and traumatic emergencies, evaluating patients, and providing safe transportation to an appropriate medical facility with continuous care. Additional duties include the daily inspection, cleaning, and maintenance of the assigned emergency vehicle, supplies, and equipment with minor housekeeping duties as required. This employee must be capable of performing advanced life support procedures defined by the State of Delaware paramedic scope of practice, and not undertaken by emergency medical technicians, through written standing orders and protocols, or through direct contact with a medical control physician via telephone and/or radio communications. Candidates with appropriate credentials as determined by New Castle County and the State of Delaware Office of Emergency Medical Services and the State Board of Medical Practice, or its designee, may be exempt from the requirement of completing the Delaware Paramedic Education Program provided they achieve the required State certification within the probationary period. Work is performed under general supervision.

#### **EXAMPLES OF WORK: (Illustrative only)**

- Responds to requests for emergency medical assistance and assumes responsibility for assessment and treatment of patients consistent with departmental procedures, State-wide standard treatment protocols and standing orders, and instructions provided by a medical control physician;
- Lifts, carries, and transports sick, injured, or incapacitated persons from residential and commercial properties and accident scenes to medical facilities while providing constant observation and care as indicated or directed;
- Performs detailed inspection of an assigned emergency vehicle and facility and ensures that the facility, vehicle, equipment, and supplies are clean, orderly, and in good working order;
- Performs invasive medical procedures under delegated medical practice of a physician including venipuncture, airway management techniques such as endotracheal intubation, administration of intravenous fluids, and approved medications and defibrillation;
- Operates a two-way radio, bio-telemetry module, and other communications equipment for contact with medical facilities;
- Provides verbal, written, and/or computer generated reports pertaining to observations regarding condition and care of patient while at the emergency scene and in transit, to include preparing appropriate follow-up reports;
- May provide testimony in court or through deposition regarding observations and performance of job activities;
- Participates in ongoing training sessions, critiques, and conferences to include review of cases;
- Communicates with patients, family members, other responding agencies, and professional medical personnel to ensure that all needs of the patient are addressed in an efficient and caring manner;
- Completes appropriate recertification, continuing education programs, and examinations necessary to maintain State of Delaware paramedic certification;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of and skill in basic and advanced life support procedures; good knowledge of physiology for diagnostic purposes; good knowledge of techniques used in providing emergency treatment; ability to operate basic and advanced life support equipment; ability to recognize lethal dysrhythmias; ability to assess patient care needs; ability to make accurate decisions under extreme stress; ability to instruct and coordinate subordinates and lay persons; ability to perform advanced airway procedures such as endotracheal intubation and insertion of alternate airways; ability to administer intravenous fluids and approved medications; ability to perform venipuncture; ability to maintain State of Delaware Paramedic certification; ability to communicate courteously and effectively, both verbally and in writing; ability to understand and follow oral and written instructions; skill in minor maintenance of emergency vehicles and equipment; ability to establish working relationships with medical personnel, coworkers, and the general public; demonstrated proficiency to safely operate a vehicle on the road in emergency situations at high speed and under regular conditions; ability to recognize hazardous environment and conditions and to take corrective action; excellent driving record and moral character; ability to meet standards of eligibility as determined by a background investigation which may include an oral interview; ability to demonstrate a high degree of dependability; ability to perform as part of a team; ability to pass a Class 1b County physical examination.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

At least three years experience in the operation of automotive equipment, completion of a standard high

school course or GED certificate program, and successful completion of a County-approved advanced life support paramedic training program (candidates with appropriate credentials as determined by the County, the Delaware Office of Emergency Medical Services and State Board of Medical Practice, or its designee, may be exempt from the requirement of completing the Delaware Paramedic Education Program provided they achieve the required State certification within the probationary period, which may include a written examination); or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

#### ADDITIONAL REQUIREMENTS:

Weight should be proportionate to height; successful completion of a pre-employment medical examination and a psychological examination; successful completion of a background investigation; minimum uncorrected vision must be 20/200 in each eye, with 20/30 corrected vision in each eye; must be free from color blindness; possession of a valid Delaware Class D driver's license or its equivalent; ability to obtain or verify the required certifications within the designated time allowed.

\*NOTE: APPLICANTS MUST PROVIDE COPIES OF ALL CURRENT LIFE SUPPORT CERTIFICATIONS WITH THEIR APPLICATION.

COPIES MAY BE FAXED TO:

(302) 395-5190, Attn: Paramedic Certifications

- OR -

MAILED TO:

Attn: Paramedic Certifications

Office of Human Resources

New Castle County Government Center

87 Reads Way

New Castle, DE 19720

## City of Wilmington Employment

<http://www.wilmingtonde.gov/departments/humanresources/jobs.htm>

### Current Job Postings

*As of Tuesday, April 26, 2011 .*

<b>Job #</b>	<b>20111506</b>
Department:	Finance (Revenue Division)
Position:	REVENUE OPERATIONS SUPERVISOR
Description:	<a href="#">Download PDF</a>
Application Deadline:	Wednesday, April 27, 2011

<b>Job #</b>	<b>20111505 (Repost)</b>
Department:	Finance
Position:	REVENUE AUDIT AGENT
Description:	<a href="#">Download PDF</a>
Application Deadline:	Thursday, April 28, 2011

To apply for the **above City position(s)**:

1. Download the [City of Wilmington Employment Application](#).
2. Fill out the application and save to your files.
3. Attach the completed application to an email and send it to [wilmjobs@WilmingtonDE.gov](mailto:wilmjobs@WilmingtonDE.gov)
4. You may also print the completed signed application and fax it to (302) 571-4298 or mail it to:  
Department of Human Resources  
Attn: Requisition Number \_\_\_\_\_  
800 N. French Street, 4th Floor  
Wilmington, DE 19801



Are you interested in becoming a Wilmington Firefighter? [Fill out this information card to receive information.](#) Clicking the "E-mail Card" button attaches the card to an e-mail. You must send the e-mail in order for the Wilmington Fire Department to receive your information.

**ISSUED DATE: APRIL 14, 2011 ANNOUNCEMENT NO. 20111505**

## **REVENUE AUDIT AGENT**

**WE ARE AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**SALARY GRADE: "R" - \$54,288 per year to \$64,800 per year**

**MINIMUM QUALIFICATIONS:** Graduation from a four-year college or university with a degree in Accounting or Business Administration; excellent communication skills and at least five (5) years of collection experience; and/or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**REQUIREMENT(S):** Must pass a criminal background investigation, pre-employment physical, and drug test. Hours may fluctuate as needed.

**NATURE OF WORK PERFORMED:** Performs audits and collects on selected accounts to ensure and/or enforce compliance with the City of Wilmington's law and regulations regarding City fees and revenues. Analyzes issues to determine scope and direction of investigation required. Evaluates evidence of taxpayer finances to determine liability and appropriate collection method. This may require travel to the offices of those accounts being audited or reviewed. This job will also require an extensive working knowledge of the City's tax laws.

**EXAMPLES OF WORK (Illustrative Only):** Performs research, establishes and collects receivable balances, and reviews taxpayer records for accuracy and compliance. Works on projects that will expand the tax base. Corresponds via letter, telephone, and in person with taxpayers and businesses. Computes deficient tax liabilities and applies applicable penalty and interest. Makes occasional visits outside City/County Building to review records. Keeps well-organized records and prepares detailed reports as required. Performs all related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of City tax regulations. Proficient knowledge of financial accounting and PCs. Excellent communication skills both orally and in writing. Ability to establish effective working relationships with the business community, individual citizens, and other employees.

### **OPEN COMPETITIVE**

**VACANCY: DEPARTMENT OF FINANCE**

**CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT**

**APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (5:00 P.M.): APRIL 28, 2011**

**APPLY: CITY OF WILMINGTON – DEPARTMENT OF HUMAN RESOURCES**

**City/County Building, 800 French Street**

**Wilmington, Delaware 19801 - Telephone: (302) 576-2460**

**[www.WilmingtonDE.gov](http://www.WilmingtonDE.gov)**

## **City of Middletown Employment**

**<http://www.middletownde.org/employment.htm>**

**April 18, 2011**

**POSITION OPENING**

**STREETS DEPARTMENT**

**MUNICIPAL WORKER I**

### **Essential Duties/Responsibilities and Requirements**

This is an entry level position responsible for the operation,

maintenance, and a variety of physical tasks and assignments involving the construction, maintenance and repairs of municipally-owned grounds, streets, roads, curbs, gutters, open spaces, parks, facilities and structures. Requires HS diploma or GED and valid driver's license. Must be at least 18 years old and able to obtain CDL License within 6 months of hire.

#### **Application Process**

Employees interested in applying for the position must submit a completed "Internal Job Application Form" to Theresa Berry in Human Resources.

Applicants other than current employees must submit a completed Town of Middletown application form for consideration. Forms and position description are available at Town Hall.

**Application Deadline: May 6, 2011**

#### ***The Mayor and Council of Middletown***

The Town of Middletown is an Equal Opportunity Employer dedicated to maintaining a qualified, competent workforce and providing excellent service to its citizens

## **TOWN OF MIDDLETOWN - SUMMER EMPLOYMENT**

### **Lifeguard**

This is a summer position at the Silver Lake Pool Complex. This position requires strong interpersonal skills and a high degree of customer service; while focused on safety, security and the proper use of equipment and materials. At times, Lifeguards may be asked to cover the Pool Attendant responsibilities as well as any other duties assigned by the Pool Manager. Ability to work with management and the public is necessary. Attendance and punctuality based on a varying schedule is expected.

**Primary Duties/ Responsibilities:** Include the following. Other duties may be assigned. Monitor activities in the pool area to prevent accidents and unsafe practices by patrons.

Provide assistance to swimmers and assisting with daily operations at the pool.

Maintain responsibility for pool inspection, cleanliness, monitoring chlorine content and pH value of water with testing kits, and working closely with the Pool Manager.

#### **Certifications: (proof of certification is required prior to employment)**

American Red Cross - Lifeguard Certificate (required)

American Red Cross - First Aid Certificate (required)

American Red Cross - Cardio Pulmonary Resuscitation Certified (required)

*All applicants must submit an employment application for consideration. Please see the Receptionist at Town Hall to obtain an application and a copy of the complete job description. Applicants must be at least 16 years of age and pass a drug screen. Contact Human Resources at (302)376-7946 for more information.*

**Application Deadline: Friday, April 29, 2011**